Sampling:

Receiving and Forwarding Samples

Objectives

Receive a Sample

Forward a Sample

Overview

When a sample is submitted to a lab, its status is changed to **In Transit**. That lab can receive a sample that is **In Transit**.
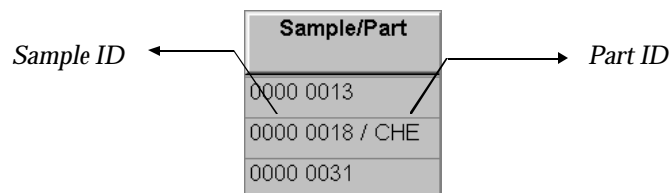
After receipt of a sample, if for any reason the receiving lab needs to send the sample to another lab, the sample can be forwarded. For instance, if a sample arrives at the wrong lab, the lab technician can receive it, then forward it to the correct lab. This creates an accurate tracking record.

A sample can be received or forwarded as a whole, or in parts (if parts have been defined). At times, samples are split into parts to allow different types of labs to test the parts.

To identify parts of a sample, check the **Sample/Part** column of the **Receive Samples** window.
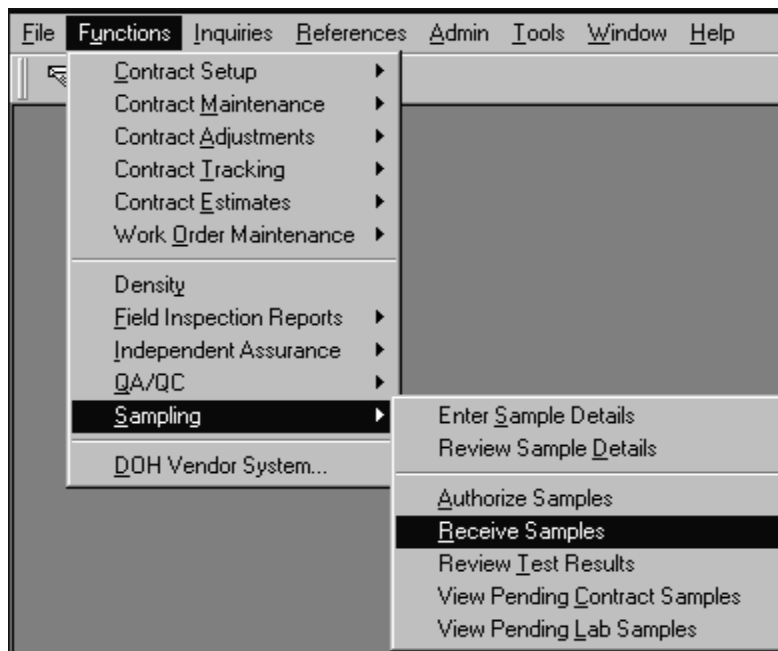

The **Sample ID** <u>precedes</u> the slash (/); the **Part ID** <u>follows</u> the slash.

Receiving a Sample

Step 1: Log onto HiCAMS, using the instructions in *HiCAMS: Getting Started.*

Step 2: From the **Functions** menu select **Sampling**. From the Sampling submenu select **Receive Samples**.

The **Receive Samples** window displays, listing all in-transit samples that can be received at your lab.

Step 3:   If you wish to display samples in transit that can be received at another lab, select the lab from the **Samples Pending Receipt at** list box.

>   **Tip:** *To display all samples in transit, select **All Locations** from the list box.*

Step 4:   Locate the sample you wish to receive, using the scroll bar on the right side of the window, if necessary.

>   **Tip:** [binoculars icon] *You can also click the **Find** button on the toolbar or choose **Find** from the right-click menu to access the **Find** window.*
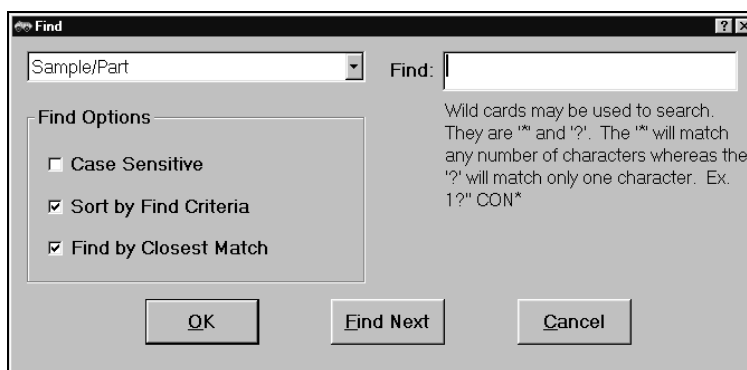
>   1. *From the drop-down list, select the field you wish to search. Choices include: Sample/Part, Contract/Field ID, Work Order Number, and Material Description.*
>
>   2. *In the **Find** field, type the text you wish to locate.*
>
>   3. *Select appropriate **Find Options**.*
>
>   *Click the **OK** button to begin the search.*

Step 5:   Select the row containing the desired sample.

>   **Note:** *If you need to view detailed information about the sample, the **Review Sample Details** window can be accessed by double clicking the selected row.*

Step 6:   In the row containing the desired sample, select **Receive** from the **Action** list box.

>   **Note:** *This action can be undone by selecting **(None)**.*

When the **Action** field is filled, the text in the **Forwarding or Receiving Lab** field defaults to your lab.

Step 7:   💾 At this point you can click the **Save** button on the toolbar to change the status of the sample to **In Process**.
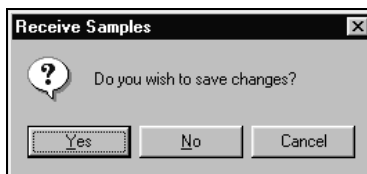
The received sample disappears from the list.

Note: *If you are receiving several samples, you may wish to save after all samples have been received.*

Step 8:   Repeat the steps above for each sample you wish to receive.

Step 9:   When you have finished receiving samples, close the **Receive Samples** window.

If you have not saved your changes, the following message displays:

Step 10: Click **Yes** to complete the receiving process. Click **No** to cancel the receiving process. Click **Cancel** to return to the **Receive Samples** window.

Forwarding A Sample

Note: *This procedure can also be performed on the **Review Sample Details** or **Pending Lab Samples** window by clicking the **Forward** button.*
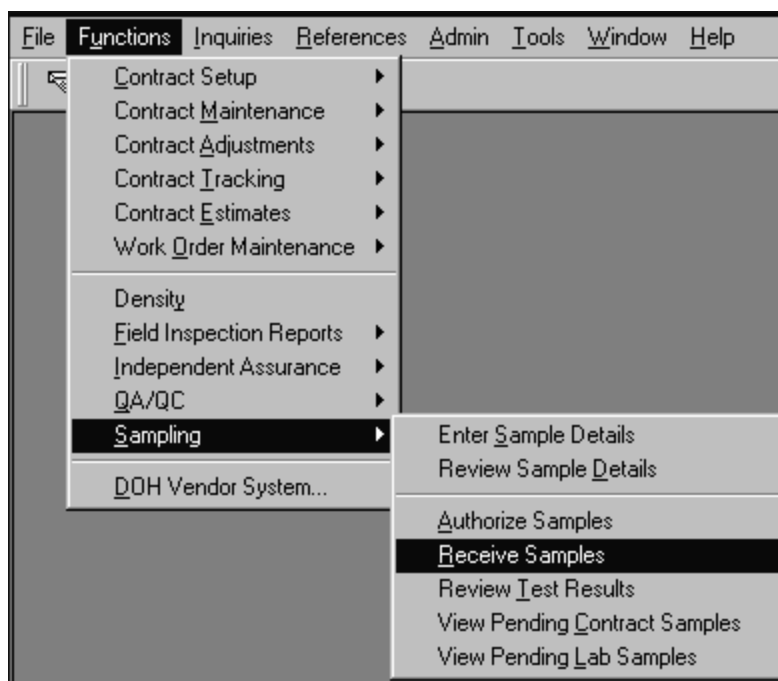
To forward a sample part,

*1.   Go to the **Parts** tab.*

2.   Select the part you wish to forward.

> *3.   Click the **Forward** button.*

Step 1:   Log onto HiCAMS, using the instructions in *HiCAMS: Getting Started.*

Step 2:   From the **Functions** menu, select **Sampling**. From the Sampling submenu, choose **Receive Samples**.

The **Receive Samples** window displays, listing all **In-transit** samples that can be received at your lab.

Step 3: If you want to display samples in transit that can be received at another lab, select the lab from the **Samples Pending Receipt At** list box.

> **Tip:** *You can also choose the option **All Locations**, to display all samples pending receipt.*

Step 4: Locate the sample you want to forward, using the scroll bar on the right side of the window, if necessary.

> **Tip:** *You can also click the **Find** button on the toolbar or choose **Find** from the right-click menu to access the **Find** window.*
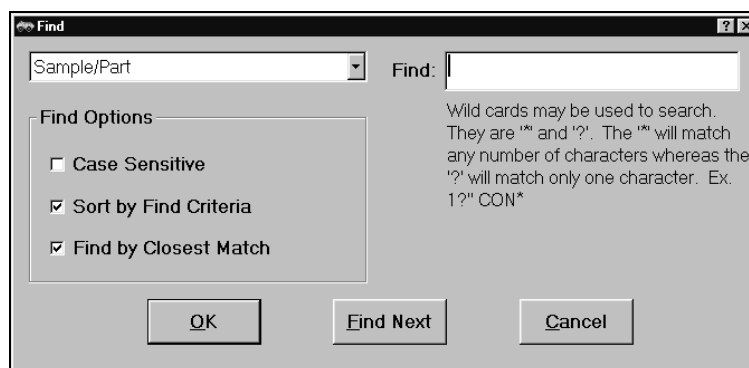
> 4. *From the drop-down list, select the field you wish to search. Choices include: Sample/Part, Contract/Field ID, Work Order Number, and Material Description.*
> 5. *In the **Find** field, type the text you wish to locate.*
> 6. *Select appropriate **Find Options**.*
>
> *Click the **OK** button to begin the search.*

Step 5: Select the row containing the desired sample.

> **Note:** *If you need to view detailed information about the sample, the **Review Sample Details** window can be accessed by double clicking the selected row.*

Step 6: In the row containing the desired sample, select **Forward** from the **Action** list box.

> **Note:** *This action can be undone by selecting **(None)**.*

Once the **Action** field is filled, the text in the **Forwarding or Receiving Lab** field will be enabled.

Step 7: Select the lab to which you wish to forward the sample from the **Forwarding Or Receiving Lab** list box.

Note: *This action can be undone by selecting **(None)**.*

Step 8: 💾 At this point you can click the **Save** button on the toolbar to save the forwarded sample.

Tip: *Because receiving and forwarding occur on the same screen, you can receive and forward different samples or more than one sample within one save.*

The forwarded sample disappears from the list.

Note: *If you are forwarding several samples, you may wish to save after all samples have been forwarded.*

Step 9: Repeat the steps above for each sample you wish to forward.

Step 10: When you have finished forwarding samples, close the **Receive Samples** window.

If you have not saved your changes, the following message displays.
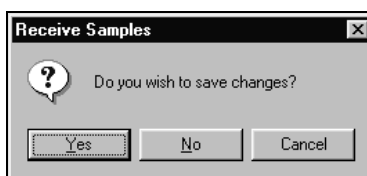
Step 11: Take one of the following actions:

- Click **Yes** to save changes and forward the sample(s).

- Click **No** to cancel the forwarding process and any changes.

- Click **Cancel** to return to the **Receive Samples** window.